



Quick Sheet: TANF ACF-196R Frequently Asked Questions

Audience: Grantees

Purpose

The purpose of this Quick Sheet is to provide answers to questions regarding the TANF ACF-196R.

Questions and Answers

I need to revise my FY 2013, Quarter Ending 3/31/2014 TANF 196 report. How do I update this report?

You should make the change in the 4th quarter report of the period ending 09/30/2014 for any grants issued prior to FY 2015. Also, mark the report as final since the report is considered the baseline.

Subsequent reports do not need to be unsubmitted or deleted to revise this report.

How come I cannot update a TANF 196 report in an FY and Quarter prior to FY 2014 Qtr 4?

Because the old TANF 196 expenditure report captured cumulative expenditures (from one quarter to the next), the Program Office advises to limit changes to the TANF 196 data in the last period where the version of the TANF 196 form is being decommissioned: FY 2014, Qtr 4. This prevents potential issues with future calculation of cumulative expenditures that may overlap using the old form (the TANF 196) and the new form (the TANF 196R).

I need to revise a previously submitted TANF 196 report for FY 2014 in OLDC. Is that allowed?

Yes, a revision may be submitted for the TANF 196 for FY 2014 but only in the 4th quarter. Keep in mind that before a revision can be created, the Report status must be Accepted by Central Office (CO). If you don't have a report submission in FY 2014 Qtr 4 and if you wish to update the expenditure data, you may create one by using the new "cloning feature" in OLDC. This will help you initialize the report with previously reported expenditures that you can revise as needed.

Can I revise my 3rd quarter report for FY 2016, or do I need to wait until the 4th quarter?

You can revise the 3rd quarter report for FY 2016 as long as the 4th quarter report is not already started.



I need to revise all of my 2105 reports starting from the 1st quarter. Is that possible or should I make all of the changes in the 4th quarter report?

If a 4th Quarter report already exists, then the revisions must be made in the 4th quarter report.

Can I create a revised report with the ACF-196R?

Yes, you may create a revised report for the new TANF 196R Form in OLDC provided that this is done under the special rules. In other words, revisions are only allowed on the current quarter or on the 4th quarter report of the Fiscal year, starting FY 2015. In the current quarter, a revision can be initiated if the report is Accepted by CO and the next quarter report is not Initiated. If the next quarter report is started, an error message appears.

Can I create a revision on a grant that is closed?

No, new reports and revisions are not allowed on grants that are closed.

Is the quarterly TANF ACF-196R a cumulative report?

Each quarterly report reflects expenditures cumulative through that quarter for the fiscal year. However, each fiscal year starts with a zero dollar amount. Only the 4th quarter for a fiscal year contains the total expenditures for the year.

When do I need to start using the TANF ACF-196R?

Start using the TANF ACF-196R in Quarter 1 of 2015.

Do I need to have all my reports up to date for previous fiscal years of a grant before I start using the TANF ACF-196R?

You need to at least complete the 196 quarterly report submissions in FY 2014 Qtr4 for all your open grants; that is grants for which you are still reporting expenditures. This report represents the **Baseline** for “open grants” issued prior to FY 2015.



If I didn't make any expenditures for a quarter, can I skip reporting the ACF-196R?

No reporting gaps are allowed on the ACF-196R. If no expenditures were made with grant in 1st quarter, submit zeros.

What does it mean to clone a report?

Cloning a report copies all data (including attachments) from the previous report period to the current period. Only submitted forms may be cloned. Forms with a status of saved, validated, or certified cannot be cloned. Additionally, revisions cannot be cloned.

To clone a report:

1. Log into Secure Sign-In (<https://extranet.acf.hhs.gov/ssi/>) and launch OLDC.
2. From OLDC "Home", click the link **Report Form Entry**.
3. The "Program & Grantee Selection" screen displays. Make all selections and click the **Enter** button.
4. The "Grant & Report Period Selection" screen appears. Select a **Funding/Grant Period** and **Report Period**.
5. From the *Select Action* dropdown menu, choose **Clone Previous Quarter**.
6. Click the **Enter** button.
7. The "Report" screen appears with the pop-up message "Cloning is completed successfully." Click **OK**.
8. Begin working on the new report.

When do I mark an ACF-196R report as final?

After a state expends all funds for a grant, the last 196R should be marked Final. Once a report is marked as Final, OLDC no longer creates additional periods on which to report.

Once I start entering the actual expenditures for a given FY in 2015 on the ACF-196R, how will I know what my Cumulative Expenditures are for an open grant that was issued prior to FY 2015?

You should be able to run a Cumulative Grant Year report in OLDC which will provide you the Cumulative Expenditures (by category) using the baseline in FY 2014 plus the latest report submission in, say FY 2015 Qtr 4.